

**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No. 2

C=755

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY**

**DIVISION**

Item No.	Description	Retention
	<b><u>THIS SCHEDULE SUPERSEDES SCHEDULE C-470 DATED 07/18/78</u></b> <b><u>THIS SCHEDULE SUPERSEDES SCHEDULE C-714 DATED 12/21/94</u></b>	
1.	<p><b><u>Personnel Folders</u></b></p> <p>The Personnel folders contain all or some of the original records of employment:</p> <p>Health Enrollment Form Employment Applications Application Amendments Retirement Records Report of Separation Statement of Military Service Employment Contract Information Release Authorization Deferred Compensation Form Worker's Compensation Form, Letters Employment Verifications Job Descriptions I-9 Forms Performance Evaluations CDS Handbook Form Current Life Insurance Form/Beneficiary Information Pension Buyback Information Recommendations Oral Interview Sheets Confidential Inquiries Appointment Checklists Baptismal/Birth Certificates Examination Answer Sheets Educational Transcripts Application Disposition Report Minutes Resolutions &amp; Transcripts of Council Personnel Board Disciplinary Actions</p>	<p>Retain 25 years after termination, then destroy.</p>

Schedule Approved by  
Records Management Officer

3/26/96  
Date

Signature  
*Jacqueline M. Ryan*

Schedule Approved by  
Chief Administrative Officer

3/29/96  
Date

Signature  
*[Signature]*

Schedule Approved by  
Agency, or Division Representative

3/18/96  
Date

Signature  
*J.A. Y. [Signature]*

Schedule Approved by  
State Archivist

JUN 28 1996  
Date

Signature  
*Edward C. [Signature]*



**ANNE  
ARUNDEL  
COUNTY**

**MARYLAND**

**Anne Arundel County  
OFFICE OF CENTRAL SERVICES  
Records Management Division**

Schedule No.

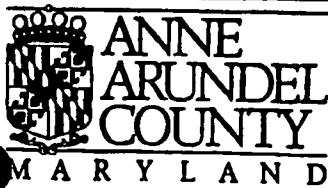
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Item No.	Description	Retention
2.	<p><u>Appeals/Step Hearings</u></p> <p>Step III files contain the decisions from a Hearing process that is held by the Personnel Officer. Step IV files contain decisions from a Hearing process that is held by the Personnel Board.</p>	Retain until appeal process exhausts (5 years). Microfilm after 5 years; retain microfilm for 10 years, then destroy. *
3.	<p><u>Classification Surveys</u></p> <p>The County Code specifies that a classification survey must be prepared every four (4) years. This survey has considerable reference value until replaced by a new survey.</p> <p><u>Yarger &amp; Associates, Inc. Survey</u></p> <p>The original salary &amp; classification survey prepared for the change from County Commissioner to the current charter form of government. The survey has considerable reference value.</p> <p><u>Jacobs Associates, Inc. Survey</u></p> <p>The original salary &amp; classification survey the Police &amp; Fire Departments. It contains a report with recommendations on the salary survey and a review of the comprehensive plan and has considerable reference value.</p> <p>Application Amendments.</p>	Retain for 50 years, then destroy.
4.	<p><u>Position Announcement Files/Applications/Eligibility and Certification Lists</u></p> <p>Contains all expired eligibility lists, certification lists and applications for a particular position.</p>	Retain 4 years, then destroy.
5.	<p><u>General Correspondence/Accounts File</u></p> <p>Expense Statements, Paid Bills, Vouchers, Invoices (Receipts), Check Requests, Budget Records, Time Sheets, Finance Records. General correspondence from county agencies and departments, i.e., memoranda, letters.</p>	Retain 3 years, then destroy.
6.	<p><u>Exams/Interviews/Background Investigations/Medical Standards</u></p> <p>Exam score sheets (Police, Fire, Clerical &amp; Detention; interview score sheets; background investigation documents; and independent studies of medical standards for public safety personnel. Includes proposals, briefings, contracts, consent decrees, and medical standards of other jurisdictions.</p>	Retain in work area 5 years, transfer to Records Center for 10 years, then destroy.

\*Check microfilm for quality prior to disposal of paper copies.



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7.	<u>Reallocation/Job Descriptions</u>  Contains information pertaining to job audits, job reclassifications and position reallocations by fiscal year.	Retain in work area 5 years, transfer to Records Center for 10 years, micro-film, then destroy paper copy. Retain microfilm 10 years then destroy. *
8.	<u>Union Negotiations</u>  Contains previous and current year's negotiation papers and contracts.	Retain 2 rounds of negotiations for 2 years, then destroy. Contracts are to be retained 10 years; then destroy.
9.	<u>Time Sheets</u>  Records of time and attendance.	Retain 2 years, then destroy.
10.	<u>Meeting Minutes</u>  Minutes of various meetings - departmental, committees and county-wide.	Retain permanently. Periodically transfer to MD State Archives.
11.	<u>Policies and Procedures</u>  Contains copies of established policies and procedures of departments and agencies county-wide; also, copies of AdminPros, Executive Regulations and County Council Bills pertaining to personnel policy.	Retain permanently. Periodically transfer to MD State Archives.
12.	<u>Unemployment Insurance</u>  Contains documents and forms related to the process. Lists of unemployment insurance decisions.	Retain 2 years after benefits exhaust, then destroy.
13.	<u>Deceased Employee Files</u>  Personnel Files of employees who have deceased while in the employment of the County. Retained for pension and/or beneficiary purposes.	Retain 15 years, then destroy.

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